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17 January 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 10-17 January 1956

1. Basic Supervision. The demand for enrollment in Basic Supervision courses since early December has outrun the available slots by about two to one. Eighteen of the students actually nominated by operating offices but not accommodated in the regularly scheduled December and January presentations are being taken care of by an extra run of the course (Basic Supervision #14) 23 January - 3 February. In Basic Supervision #15, scheduled for GS-9 to GS-11, 6-17 February, 37 slots had been asked for by 17 January, three weeks before the course started. This adds up to more than twice the maximum (18 students) in Basic Supervision; therefore another non-scheduled extra presentation seems to be needed in February. Though we are now working on the problems of reading kits, of classroom space, and of instructors' schedules, the basic difficulty is that we are not staffed to present Basic Supervision twice a month, and at the same time to keep up with our other commitments.

2. Fitness Report Familiarization. Nine meetings with key administrative and personnel officers were conducted by [   ] and [   ] 3-10 January on the new Fitness Report. [   ] has been cut in on everything we have learned about the very good reception being given to the Report, and a full report on the familiarization training assignment has been forwarded to OP via D/TR.

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3. Basic Management. Requests for enrollment for Basic Management #21, commencing 25 January, have already exceeded our maximum of 20. To date, 22 have been listed and several TLO's say they have more students. We have asked the Registrar to note any further requests in order to obtain more precise information about the demand. Inasmuch as Basic Management #20 was also oversubscribed it may prove desirable to run an additional presentation of the Basic Management Course in the near future.

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Chief, Management Training

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